



Job Description
Code: 207

RIVERFRONT PARK HOST (Part-time)

DEFINITION: Under the direct supervision of the Buildings & Grounds Maintenance Manager, this position assists with the implementation of overall operations at Riverfront Park on a daily or as-needed basis.

CLASSIFICATION: This is a year-round, part-time, non-classified position, and does not include benefits. Pay will be \$400/month, plus the trailer/RV parking space, utilities and phone.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Duties may include, but are not limited to, the following:

1. On-site security of grounds areas on a daily basis (weekdays/weekends) especially on weekends and each night during summer months.
2. Provide site cleanup, identification of hazards (hazardous-unsafe conditions), report violations of park rules, vandalism, and off-road vehicle use, to the Maintenance Manager or local Police Department.
3. Daily opening and closing of restrooms, batting cages and skate park. Park gates should be closed by 10:00 PM. Skate park and cemetery should be closed by 6:30 PM each day of the week.
4. Provide site clean-up, trash elimination at ball field bleachers and Ramada facilities/parking lot, BBQ pit cleaning, hose out under picnic tables and hose off sand along children's play apparatus walkways – **DAILY. Be Sure To Turn Hose Off and Lock it Up!**
5. Provide coordination with local trash vendor/contractor as to moving all trash containers from volleyball/Ramada areas to the parking lot Sunday and Wednesday evenings for early morning disposal. Return all carts to proper locations on Monday and Thursday mornings. (Twice per week from April 1 through November 15 and once per week from November 15 through April 1 [Sundays only].) Check on trash containers on Fridays and weekends. Replace filled units with empty units in parking lot.
6. Responsible to traverse back country (non-maintained) trails once daily during high fire season (May 15 through September 15), plus observing areas for illegal motor vehicle trespass, illegal camping, fires and vandalism. Will be required to hike upward of two to three miles per day under a variety of seasonal temperatures.
7. Provide host duties in welcoming visitors to the park facility.
8. Provide ball field lighting to teams who schedule through the Parks and Recreation Department by turning sports lighting on and off at Riverfront Park fields. (Seasonal only: April through August, 7 to 9 PM, schedule provided daily during practice weeks.)

Park Host – (Continued)

9. Post Ramada schedules at all display boards on Thursday of each week. Check on Ramada rentals and correlate users with posted schedule. Notify park users of rental policies and need for compliance.
10. Inform park users of violations of park ordinances per the 1993 Parks and Recreation Code (attached for review and use).
11. Check batting cages daily and contact maintenance staff when repair/service is needed.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS: Must be knowledgeable about some grounds and buildings maintenance with a special emphasis on public relations as it relates to communications and human relationship skills. Must work effectively with, and maintain proper working relationships with fellow employees, general public, sports officials and other related entities, including large groups of individuals.

PHYSICAL REQUIREMENTS: This classification involves work that requires the ability to walk several miles a day while checking grounds and buildings on a 90-acre site. Must also be able to traverse non-maintained trails (May 15 – September 15). Must have strength to physically move trash containers and carts, as well as use water hoses to wash off areas.

MINIMUM QUALIFICATIONS: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactorily perform the job. Prior experience as a park host, or some type of public relations experience, plus handling clean-up and light maintenance of property, etc., is highly desirable.

SPECIAL REQUIREMENTS: Successful applicant must provide his or her own trailer or RV accommodations, and will be required to live on-site at Riverfront Park in Cottonwood, AZ, year-round. A parking space, utilities and phone will be provided as part of the remuneration.

ADDITIONAL REQUIREMENTS: Possession of, or ability to obtain, a State of Arizona operator's license, and a satisfactory driving record.